

Minutes of Big Bad Wolf Children's Theatre Company Wednesday 3rd October 2018

Present: Agnes, Louise, Paul, Gordon, Candice, Diane, Gillian, Gillian S, Susan, Renatta, Stuart, Lynne,

Apologies: Brendan, Sandra, Gemma, Heather

Agenda Item	Action
Welcome, apologies and previous minutes	Minutes were agreed from previous meeting.
Correspondence	<p>Falkirk Town Hall –Invoice came in at £5,136 but Agnes queried and they had added daytime costs (we do not require daytime hire). The error has been fixed and a new invoice has been sent which is within our expectations. Hot food is fine for the back of the hall at FTH. As we always struggle with helpers for the Saturday night, FTH suggested that we hire their stewards. This would cost £103.50 for 3 stewards. Company agreed and Agnes will confirm with David that this service will be added.</p> <p>Workshop Insurance - up to £5,000 is covered and property is covered wherever it is. Look at increasing the insurance to £10,000 for the month before the show. This will ensure all scenery for the show is covered if last minute scenery is required to be bought in. Abandonment insurance is included in the policy.</p> <p>Express taxis are happy to be the main sponsor again.</p>
Footloose show	<p>Complimentary tickets discussed - list to be finalised -Luc's parents, Tracy Henry (DVD covers), Montana Home Care, Terry Hughes to be added this year. Falkirk Herald invite for Tuesday night. Patrons to be contacted and asked which night will suit best.</p> <p>Fundraising buckets not found but new buckets purchased. Will need to buy more for front of house.</p> <p>Photos for programme - some children are duplicated and some children are not recognisable. Paul to bring camera on Friday's rehearsal to retake company photo and a few other photos that are needed. Invite Belinda from Express Taxis on Friday for programme photo. If any parents wish to buy the photos they will be made available.</p> <p>Ian can't film the show this year so we are looking for someone else to record. Ask Lindsay for suggestions and ask Matthew if he can support. We also need to find people to record.</p> <p>Larbert High have said we cannot have the hall on the 25th January, the rehearsal before the show, so new venue is required for this date.</p> <p>Claire cannot sponsor VIP night. Will put costs through the company this year.</p> <p>Howgate will take the footloose banner and advertise there. Will take up after Wednesday's performance.</p> <p>Set - good progress. Big build almost done. Two windows still to be completed but getting all the painting work completed is the issue. In the New Year, another night will be arranged to ask for volunteers to help with this. A van is required to take the set down and back up to FTH. Ronnie may be able to support but this is to be checked.</p> <p>Browns confirmed butcher meat and Louise shall get rolls on Saturday</p>

	<p>morning.</p> <p>Lynne organising pizza. Louise to e-mail stage crew to ask if they wish to order pizza.</p> <p>Costumes - The video surveillance will be recording in the room that the children are due to get changed in. Girls will now change at the back of stage, which have no recording video. Agnes to e-mail parents to let them know when the costume parade is and that there will be a parent's meeting scheduled after the parade. At the meeting, there will be an emphasis on how crucial it is to get the parents to help backstage, front of house or stage crew for at least three sessions. We need supervision up at the Lesser Hall corridor to make sure people are not coming down into the dressing rooms - before and after the show as well as during the interval. No parents allowed backstage unless they have a band for helping.</p> <p>Rehearsals - bit behind as not finished Act 2.</p> <p>Ticket sales - Susan will give weekly updates from now on. Only 83 tickets sold through Ticketsource. Tuesday and Thursday are the quietest nights. Review after Christmas. Susan has a list of e-mail addresses from people who bought tickets last year and she will send an e-mail advertising the event. Competition for the member who sells the most tickets will run again.</p> <p>Johnny asked for 8 members for the band. Put in contract that they do not use their recording equipment to record any part of the show.</p> <p>Gifting - production team get their cheque but no gifting this year.</p> <p>Speak to production to see what they want to do with the bows.</p> <p>Sound and lighting - Lindsay to meet to finalise what she would like.</p> <p>Agnes to e-mail asking for raffle prizes. Still some prizes from Bingo night. Signed football will run throughout the week.</p> <p>After show party at the town hall - only for children of the parents who are helping with the 'Get Out'. Louise will inform parents about this at the parent's meeting. Some juice and crisps to be provided.</p> <p>Contact to be made with parents of members asking if anyone wishes to advertise in programmes.</p>
Luc's memorial	<p>Agnes went back to Luc's parents to suggest that the Luc memorial prize be open to all members. Luc's parents said that Luc would have wanted the prize for the boys and the committee will honour this decision. There will be a section in the programme signposting mental health organisations. In respects of Mary Watkins award, the family wish this to remain to be open to all members and not solely for girls. It was stated that any potential changes to the criteria for these awards in the future would always be discussed with the family members.</p> <p>Louise to speak to the production team to clarify criteria for Luc's reward.</p>
AOCB	<p>Agnes will buy the selection boxes to hand out on Friday.</p>

Next meeting –TBA.